

**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY  
4039 NANWAY BOULEVARD \* SHALERSVILLE, OH 44266**

**REGULAR BOARD MEETING MINUTES –November 11, 2020**

**CALL TO ORDER**

President Homer Lucas conducted the monthly Portage County Regional Airport Authority Board meeting on Wednesday, November 11, 2020 from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:02 pm.

**ROLL CALL**

Members Present: Mark Atwood  
Christopher Gilmore (Arrived at 6:08 pm via Zoom application)  
Bob Krister  
Homer Lucas  
Tim Paul

**APPROVAL OF MEETING MINUTES**

**MOTION:** To approve the regular meeting minutes of the October 14, 2020, as presented.

Moved: Atwood; Seconded: Paul; The motion carried with a voice vote with 4 members in attendance eligible to vote in favor.

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

**General Fund Financial Report as of October 31, 2020**

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		116,248.89
General Operating Expenditures		144,589.23
Other Income		0.00
Other Expenditures		15,743.38
<b>End Balance</b>	<b>10/31/2020</b>	<b>\$ 58,248.55</b>

**FAA/ODOT Financial Report as of October 31, 2020**

As of 10/31/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	412.64
Revenue	10/31/2020	30,001.00
Expenditures as of	10/31/2020	30,000.00
<b>End Balance</b>	<b>10/31/2020</b>	<b>\$ 413.64</b>

*(Member Gilmore joined the meeting via Zoom connection at 6:08 pm.)*

Portage County Regional Airport Authority Regular Meeting Minutes – November 11, 2020

Invoice Review and Approval for Payment from General Fund Checking Account

The Board reviewed and approved expenses presented for payment.

**MOTION:** To authorize payment from the General Fund Operating Fund for invoices/expenses presented on November 11, 2020, in the amount of \$34,523.25; invoices for services provided by Hartong Electric were placed on hold subject to verification of services provided, and the Board agreed on a partial payment to Stanwade Metal Products of \$20,000.

Moved: Atwood; Seconded: Paul

The motion carried with a voice vote with 5 members present in favor: Atwood, Paul, Gilmore, Lucas, Krister

FAA/ODOT Fund Report

As of 10/31/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	412.64
Revenue	10/31/2020	30,001.00
Expenditures as of	10/31/2020	30,000.00
<b>End Balance</b>	<b>10/31/2020</b>	<b>\$ 413.64</b>

Invoice Review and Approval for Payments from FAA/ODOT Account

No request for payment at this meeting.

Approval of Financial Reports

**MOTION:** To accept and approve the financial reports for October 2020 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Paul; Seconded: Atwood

The motion carried with a voice vote with 5 members present in favor:

**Airport Manager (Representative: Chris Hopkins)** – No report.

**Airport Engineer (Mark Vilem)**

Engineer Vilem advised the Board that the obstruction surveyed has been flown to identify the obstructions for future removal.

He distributed the proposed 10-year capital improvement plan for FY 2021-2031.

**Committee Reports**

Executive

Property Acquisition: The Board is encouraging the title company to complete its title work on remaining properties involved in the sale.

Finance: - No additional comments.

Buildings/ Grounds

Hangar Vacancies: There are five available Board hangars.  
The board's tractor needs new plow blades per Groundskeeper Cutright.

Events Committee: No report.

**OLD/PENDING BUSINESS**

Airport Expansion Opportunity (T hangar) – Discussion postponed.

Jet A Fuel Tank Replacement

The crane has been scheduled for November 23, 2020, to remove the damaged tank and place it in an unused portion of the airport grounds by General Crane Rental. The new tank shall be delivered on that date also by Stanwade Metal Products.

Request for Financial Assistance

The Board shall schedule a meeting to discuss the funding plan to include the obstruction survey, obstruction removal, design and construction in 2021 with the potential financial assistance from the County Commissioners.

Procedures: Records Request Policy and Schedule

Secretary Stacko prepared the policy and schedule in compliance with the state auditor's recommendation from the 2018-2019 audit. In order for the policy and schedule to be official, it must be approved by the Portage County Records Commission and the Ohio Historical Society.

**MOTION: To submit the Records Request Policy and Schedule application to the Portage County Records Commission and to forward onto the Ohio Historical Society after its review and acceptance.**

Moved: Paul; Seconded: Atwood

The motion carried with a voice vote with 5 member present in favor.

**NEW BUSINESS**

Election of Officers 2021

Member Paul nominated Homer Lucas to serve as president for Year 2021. There were no other nominations. Homer Lucas accepted the nomination.

**MOTION: To elect Homer Lucas to service as president of the Portage County Regional Airport Authority for Year 2021.**

Moved: Paul; Seconded: Atwood

The motion carried with a voice vote with 5 members present in favor.

Member Gilmore nominated Mark Atwood to serve as vice-president for Year 2021. There were no other nominations. Mr. Atwood accepted the nomination.

**MOTION: To elect Mark Atwood to serve as vice-president of the Portage County Regional Airport Authority for Year 2021.**

Moved: Gilmore; Seconded: Paul

The motion carried with a voice vote with 5 members present in favor.

**COMMENTS/ANNOUNCEMENTS**

**Board Members:**

President Lucas remarked that there is a lot of gravel at the FBO Hangar and at Board Hangar B.

**Tenants/Citizens:**

Tenant and pilot Lou Gliozzi stated that there is a problem with the AWOS alimonitor.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 6:54 pm.**

Moved: Paul; Seconded: Atwood

The motion carried with a roll call vote with 5 members present in favor:

Minutes Prepared by:

Minutes Approved by:

*Karen A Stacko*

*Homer Lucas*

Karen A. Stacko, Secretary, Treasurer

Homer Lucas, President

c: County Commissioners; Financial Report October 2020